

2010-2011

Time and Labor Payroll Deadlines

Time Reporting Period	Employee Time Reporting Deadline	Manager Time Reporting Deadline	Pay Date & Pay Run ID
JUN 12 - JUN 25	Saturday, June 26 12:00 noon	Monday, June 28 10:00 a.m.	July 1, 2010 <i>11A</i>
JUN 26 - JUL 9 <i>4th of July</i>	Saturday, July 10 12:00 noon	Monday, July 12 10:00 a.m.	July 15, 2010 <i>11B</i>
JUL 10 - JUL 23	Saturday, July 24 12:00 noon	Monday, July 26 10:00 a.m.	July 29, 2010 <i>11C</i>
JUL 24 - AUG 6	Saturday, August 7 12:00 noon	Monday, August 9 1:00 p.m.	August 13, 2010 <i>11D</i>
AUG 7 - AUG 20 <i>Start 5/8's</i>	Saturday, August 21 12:00 noon	Monday, August 23 1:00 p.m.	August 27, 2010 <i>11E</i>
AUG 21 - SEPT 3 <i>Labor Day</i>	Thursday, September 2 6:00 p.m.	Friday, September 3 6:00 p.m.	September 10, 2010 <i>11F</i>
SEPT 4 - SEPT 17	Saturday, September 18 12:00 noon	Monday, September 20 1:00 p.m.	September 24, 2010 <i>11G</i>
SEPT 18 - OCT 1	Saturday, October 2 12:00 noon	Monday, October 4 1:00 p.m.	October 8, 2010 <i>11 H</i>
OCT 2 - OCT 15	Saturday, October 16 12:00 noon	Monday, October 18 1:00 p.m.	October 22, 2010 <i>11I</i>
OCT 16 - OCT 29	Saturday, October 30 12:00 noon	Monday, November 1 1:00 p.m.	November 5, 2010 <i>11J</i>
OCT 30 - NOV 12 <i>Veteran's Day</i>	Saturday, November 13 12:00 noon	Monday, November 15 1:00 p.m.	November 19, 2010 <i>11K</i>
NOV 13 - NOV 26 <i>Thanksgiving</i>	Saturday, November 27 12:00 noon	Monday, November 29 1:00 p.m.	December 3, 2010 <i>11L</i>
NOV 27 - DEC 10	Saturday, December 11 12:00 noon	Monday, December 13 1:00 p.m.	December 17, 2010 <i>11M</i>
DEC 11 - DEC 24 <i>Winter Holiday</i>	Wednesday, December 22 6:00 p.m.	Thursday, December 23 10:00 a.m.	December 31, 2010 <i>11N</i>
DEC 25 - JAN 7 <i>New Years Eve</i>	Saturday, January 8 12:00 noon	Monday, January 10 1:00 p.m.	January 14, 2011 <i>11O</i>
JAN 8 - JAN 21	Saturday, January 22 12:00 noon	Monday, January 24 1:00 p.m.	January 28, 2011 <i>11P</i>
JAN 22 - FEB 4	Saturday, February 5 12:00 noon	Monday, February 7 1:00 p.m.	February 11, 2011 <i>11Q</i>
FEB 5 - FEB 18 <i>Presidents Day</i>	Thursday, February 17 6:00 p.m.	Friday, February 18 6:00 p.m.	February 25, 2011 <i>11R</i>
FEB 19 - MAR 4	Saturday, March 5 12:00 noon	Monday, March 7 1:00 p.m.	March 11, 2011 <i>11S</i>
MAR 5 - MAR 18 <i>Spring Break</i>	Saturday, March 19 12:00 noon	Monday, March 21 1:00 p.m.	March 25, 2011 <i>11T</i>
MAR 19 - APR 1	Saturday, April 2 12:00 noon	Monday, April 4 1:00 p.m.	April 8, 2011 <i>11U</i>
APR 2 - APR 15	Saturday, April 16 12:00 noon	Monday, April 18 1:00 p.m.	April 22, 2011 <i>11V</i>
APR 16 - APR 29	Saturday, April 30 12:00 noon	Monday, May 2 1:00 p.m.	May 6, 2011 <i>11W</i>
APR 30 - MAY 13 <i>Summer Hrs 4/10's</i>	Saturday, May 14 12:00 noon	Monday, May 16 10:00 a.m.	May 19, 2011 <i>11X</i>
MAY 14 - MAY 27 <i>Memorial Day</i>	Thursday, May 26 6:00 p.m.	Friday, May 27 6:00 p.m.	June 2, 2011 <i>11Y</i>
MAY 28 - JUN 10	Saturday, June 11 12:00 p.m.	Monday, June 13 10:00 a.m.	June 16, 2011 <i>11Z</i>
JUN 11 - JUN 24	Saturday, June 25 12:00 noon	Monday, June 27 10:00 a.m.	June 30, 2011 <i>11ZA</i>

Employees are required to report time no later than time noted on the deadline date.

Managers are required to approve time reported no later than the time noted on the deadline date.

DEADLINES ARE SUBJECT TO CHANGE